Company Trainee: Application Pack

**Job Description**

**Post Company Trainee**

**Salary** £19,747 pro rata, which works out as £14,105 per annum

**Contract** Six month fixed term contract

**Responsible to**  Artistic Directors and Executive Director

**Line Management** This post has no line management responsibilities

**Hours of work** 25 hours per week, days and times to be agreed.

 Some evening and weekend work will be required

**Location** The Mimbre office, rehearsal and workshop delivery locations, possibly with some working from home

**Period of notice** 1 month

**Probation period** 1 month

**Annual leave entitlement** 12 days (equivalent to 33 days per year pro rata)

**Benefits** On completion of probation: pension scheme, childcare vouchers, cycle to work scheme

**Overtime** Overtime payments are not made. Time off in lieu is provided

**Purpose**

This position will give the post-holder an opportunity to learn how a small scale arts company works. This will include supporting the company across all of its operational areas: touring, production, youth programme, managing its online presence, administration as well as giving an insight into strategic planning.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training, a DBS check (provided by the company) and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

**Company Trainee**

The Company Traineewill be responsible for the following key areas of work:

**Mimbre Youth Programme**

* Attend youth programme sessions and support their running
* Support the Youth Programme Coordinator in the administration of the programme
* Support the outreach of the programme – building a community and attracting participants
* Help to capture the project digitally with photographs and videos

**Communications**

* Support the day-to-day communications for the company, including:
	+ Updating the website
	+ Posting to the company’s social media
	+ Organising printing
* Maintain accurate database records for all our contacts and partners

**Office**

* Help manage the Mimbre office including
	+ Ordering stationery
	+ Dealing with post
	+ Stocking office supplies
	+ Assisting with office cleaning (with the rest of the Mimbre team)
	+ Looking after Mimbre’s online filing system and paper filing in the office
* Updating and formatting documentation
* General company administration

**Production and touring support**

* Supporting tour marketing and publicity
* Supporting the organisation of rehearsal and touring schedules
* Working with show creatives to source, make and mend set, props and costume
* Attending rehearsals and touring dates
* Gathering audience data

**Fundraising and evaluation**

* Researching relevant funding applications, tenders and/or pitches
* Supporting the Executive Director to gather data for Arts Council England and other funders

**Other**

* Work to all legislation and company policies on equal opportunities, diversity, health and safety, employment law and so on
* Act as an advocate for Mimbre and ensure that it develops and maintains good working relationships with all relevant parties
* Undertake any other duties as required

**Training to be offered**

As part of the Kickstart scheme, the successful candidate will also be offered a package of training opportunities including:

* An overview of Mimbre’s financial processes, including budgeting, bookkeeping and management accounts
* How to run a successful rehearsal room or participation session including Risk Assessments, agreeing ground rules and appropriate first aid cover
* Mentoring, career advice and wellbeing
* Social Media best practice
* Short courses with ITC (Independent Theatre Council)
* Shadowing opportunities in other theatre and circus organisations
* Regular check-ins with Employment & Skills, Hackney CouncilTraining offered by Hackney’s Supported Employment Service

We are very happy to tailor the training package to the interests of the appointed person.

**Person Specification**

* Must currently be eligible for the Kickstart scheme – that is aged 18-24 and currently receiving Universal Credit
* An interest in performing arts companies and how they work
* Good verbal and written communication skills
* A willingness to learn and get stuck in
* A commitment to diversity and equality of opportunity

Background

**Mimbre’s Mission**

Mimbre is a female-led company creating nuanced, breathtaking and highly-skilled acrobatic theatre. We use circus and dance innovatively as a physical language to illuminate human connections and promote a positive image of women.

With an artistic voice that is physical and accessible, Mimbre build relationships with broad, non-traditional audiences and participants, creating unexpected moments in unusual spaces and reclaiming some beauty within the urban environment. Our performances and participation programme reach beyond social, financial and cultural boundaries and find fresh ways to engage, encourage and inspire people, showing that the impossible can be possible on a local, national and international level.

**The Company’s Aims**

Mimbre are committed to street theatre and work in unconventional settings. Through strong imagery, visual poetry and emotional content, our work aims at a broad and non-traditional theatre audience.

Mimbre aim to champion the development of the art of circus in London and the UK through extensive and in-depth artistic research, skill sharing and collaborative work across the boundaries of art forms and national borders, resulting in a continuously enhanced artistic vocabulary and in bold, challenging, highly skilled and visually poetic performances.

In addition, Mimbre support the next generation of creative artists, with a vibrant and varied education programme, which includes: a strong and continuous local educational programme with young people in Hackney, professional development opportunities for both upcoming and established artists and a programme of masterclasses and creative projects that create new connections and spark new ideas both within Mimbre and beyond.

**The Company’s Work**

Mimbre is a member of Arts Council England’s National Portfolio. In the upcoming year the company will be re-touring the outdoor show *Lifted*. The company’s youth programme runs termly and is supported by Hackney Council and the National Lottery Community Fund. The company also often has commissions to make new work and its Artistic Directors work on external projects.

**Application Details**

**Timeline**

* Application deadline: Monday, 30th August 2021
* Interview notifications: Friday 3rd September
* Interviews: week commencing 6th September at Mimbre’s offices
* Start Date: asap depending on candidate availability

**Application Process**

This vacancy is part of the DWP Kickstart Scheme. Please apply through this link (you will be asked for a CV and a few paragraphs on why you would be a good fit for the role). Hackney can also provide application support: https://opportunities.hackney.gov.uk/vacancy/arts-company-trainee-kickstart-6-month-paid-placement/

Separately we would be grateful if you would fill in an anonymous equal opportunities form at this link: <https://goo.gl/forms/HbiEgE2W7RhNlCHH2> (This information will be considered completely separately from the recruitment process.)

Mimbre supports working parents and is open to suggestions of flexible working that allow the candidate/s to fulfil the requirements of the role. If you are interested in proposing an application based on flexible working patterns please get in touch with us to discuss.

Mimbre is a female-led company and believes that women, people from African, Asian and other diasporas and disabled people are underrepresented at leadership level and on stage within the contemporary circus and outdoor sectors. Because of this we particularly encourage women, people from the global majority backgrounds, and disabled candidates to apply for this role.

Please feel free to contact us if you have any questions or if you would just like to discuss the post in more detail before applying.

Contact Executive Director, Lissy Lovett, on lissy@mimbre.co.uk or call on 07931 353531. Please also let us know if you require the information about the role in any other format.